

**ROTARY CLUB OF TARADALE INCORPORATED  
BY LAWS**

Adopted                    19th                    day of                    March                    2009

**ELECTION OF DIRECTORS AND OFFICERS**

- 1.1 To assist in providing nominations for the Directors and Officers of the Club a nominating committee may be appointed by the Club prior to 1 November in each year comprising two Past Presidents and two Club Members.
- 1.2 The nominating committee shall seek nominations for the Board of Directors and Officers for the ensuing year.
- 1.3 The President shall ask for nominations not less than one month before the date of the annual meeting.
- 1.4 Nominations may be made either by individuals or the nominating Committee.
- 1.5 Nominations are to be in writing and shall be delivered to the Secretary at least one week prior to the annual meeting. Nominations made by an individual and not the Nominating Committee shall have the nominee's consent endorsed.
- 1.6 At the annual meeting if an election is required the names of candidates shall be placed in alphabetical order under each office and voted on by ballot.
- 1.7 The candidate receiving a majority of the votes shall be declared elected.
- 1.8 Persons elected shall serve for the year commencing 1 July next following the election.

**2 CASUAL VACANCIES**

- 2.1 A vacancy in the Directors or Officers of the Club shall be filled by action of the remaining members of the Board.
- 2.2 A vacancy in the position of Officer-elect or Director- elect shall be filled by vote of the remaining Officers-elect or Directors -elect.
- 2.3 A vacancy in a Club official position shall be filled by the President.

**3 BOARD OF DIRECTORS**

- 3.1 The governing body of the Club shall consist of the following elected persons:  
President  
President Elect( who shall also be a Vice President)  
Six Directors  
Secretary  
Treasurer  
and the Immediate Past President

who shall together comprise the Board of Directors.

**4 CLUB OFFICERS**

Officers to be elected but not part of the Board shall be the Sergeant-at-Arms.:

**5. ROTARY CLUB OF TARADALE-KELVIN TREMAIN MEMORIAL EDUCATION TRUST**

- 5.1 Each June the Board of Directors shall appoint not less than three nor more than six persons to serve as Trustees for a term of one year.
- 5.2 An existing Trustee may be re-appointed

**6 OTHER OFFICIALS**

- 6.1 The President may appoint Chairpersons or Convenors for such other Committees or Sub Committees as may be required for the effective operation of the Club.
- 6.2 The President may appoint the following persons:  
6.2.1 An Auditor who shall not be a member of the Board of Directors  
6.2.2 Bulletin Editor  
6.2.3 Pianist  
6.2.4 A Deputy Sergeant-at-Arms  
6.2.5 One or more Corporals-at-Arms

- 6.2.6 Welfare Officer [or Almoner] who shall keep in touch with members or their partners or the partners of deceased members who are unwell or need support and keep the Club informed about these matters

## **DUTIES OF OFFICERS**

### **7 President**

- 7.1 The President shall preside at meetings of the Club and Board.
- 7.2 The President shall perform such other duties as usually pertain to that office.

### **8 Secretary**

- 8.1 The Secretary shall keep the minutes of the Club and Board.
- 8.2 The Secretary shall make the required reports to Rotary International including semi annual returns and changes of membership.
- 8.3 The Secretary shall report any changes in membership to Rotary Down Under.
- 8.4 The Secretary shall perform such other duties as usually pertain to that office.
- 8.5 In the absence of an Attendance Secretary the Secretary shall keep the records of membership, record the attendance at meetings and send the monthly report as to membership to the District Governor.

### **9 Treasurer**

- 9.1 The Treasurer shall have custody of all funds of the Club.
- 9.2 The Treasurer shall present to each Board meeting a report on the state of the funds of the Club.
- 9.3 The Treasurer shall present at the Annual meeting a Balance sheet incorporating the Income and Expenditure of the Club for the last fiscal year.
- 9.4 The Treasurer or the Secretary shall make any annual returns which are required by the Registrar of Incorporated Societies and Charities Commission.
- 9.5 The Treasurer shall perform such other duties as usually pertain to that office

**10 Sergeant-At-Arms**

- 10.1 The Sergeant-at-Arms shall carry out such duties designated by the President
- 10.2 The Sergeant-at-Arms shall perform such other duties as usually pertain to that office.

**11 Vice President (President-Elect)**

- 11.1 The Vice President (President Elect) shall serve on the Board
- 11.2 The Vice President (President-Elect) shall preside at meetings of the Club and Board in the absence of the President.
- 11.3 The Vice President (President Elect) shall perform such other duties as usually pertaining to that office.

**12 MEETINGS**

- 12.1 The annual meeting of the Club shall be held on such date before 31 December in each year as the President or Board shall fix.
- 12.2 The annual meeting shall transact the following business:
  - Election of Directors and Officers
  - Consideration of Annual Financial Statements
  - Such other Business as the President or Board puts forward
- 12.3 Ordinary meetings of the Club shall be held on Thursday at 6.00 pm each week.
- 12.4 Due notice of any changes in or cancelling of ordinary meetings shall be given to all members of the Club.
- 12.5 Except an honorary member or a person excused attendance pursuant to the Constitution all members in good standing must be counted as present or absent at each regular meeting of the Club.
- 12.6 A member shall be present or credited with attendance for at least 60% of the time devoted to the regular meeting of this Club or any other Rotary Club.

### **13 BOARD MEETINGS**

- 13.1 Regular meetings shall be held each month on a date chosen by the Board
- 13.2 Special meetings of the Board may be called at any time by the President or upon the request of two members of the Board.
- 13.3 Due notice of the Board meeting shall be given to Board members
- 13.4 The Board shall rule on any problems arising from classifications referred to it by the Membership Committee.
- 13.5 The Board may correct or adjust the classification of any member. Due notice of such proposed correction or adjustment shall be given to the member concerned who shall be allowed a hearing thereon.

### **14 FEES AND DUES**

- 14.1 An admission fee may be fixed from time to time by the Board.
- 14.2 An admission fee may be waived by the Board for any person who has been a previous member of the Club or any other Rotary Club.
- 14.3 An annual membership subscription shall be fixed by the Club. The Board may recommend to the Club the amount of the subscription.
- 14.4 The annual subscription shall be due on 1 July and may be payable annually or semi-annually as the Board shall determine.
- 14.5 The annual subscription shall include the prescribed amount payable for an approved Rotary magazine.

### **15 COMMITTEES**

- 15.1 The President shall appoint the following committees or a combination of such committees
  - Club Administration
  - Foundation
  - Membership
  - Public Image
  - Service Projects
  - Youth /Vocational

Each committee shall be chaired by a Board Member.

- 15.2 The President may appoint committees or sub committees on particular phases of Club Service.
- 15.3 The President may appoint such other Committees or Sub-Committees that the President may deem necessary for the administration of Club matters or the welfare of members and their families.
- 15.4 The President shall appoint not fewer than two other members to each Committee or Sub- Committee.
- 15.5 In appointing to Committees or Sub-Committees the President shall have regard to continuity of those committees and appoint one or more members for a second term.
- 15.6 No member shall be eligible to serve on the same Committee or Sub-Committees for more than four successive years except as may be specifically approved by the Board.
- 15.7 The President shall be ex-officio a member of all Committees and Sub-Committees and as such shall have all the privileges of membership.
- 15.8 Each Committee or Sub-Committee shall deal with matters originating within the Committee or Sub-Committee or business delegated to it by the Board or President. A Sub-Committee shall report to the Committee designated on appointment.
- 15.9 No action may be taken to commit the Club to any course of action or expenditure or to commit the funds or property of the Club without prior approval of the Board.

## **16 DUTIES OF COMMITTEES**

- 16.1 Each committee shall devise and carry into effect plans which will guide and assist the members in discharging their responsibilities in a particular activity as defined and laid down by Rotary International or as determined by the Board.
- 16.2 The Chairman or Convenor of each committee or Sub Committee shall be responsible for
  - 16.2.1 The leadership and direction of the committee in its various activities.
  - 16.2.2 The delivery of the particular activities assigned to the committee.
  - 16.2.3 The supervision of any committee that may be appointed on particular phases of the four avenues of service.
  - 16.2.4 The regularity of the committee meetings.
  - 16.2.5 The preparation of reports to the Board.

## **17 FUNCTIONS AND ACTIVITIES OF COMMITTEES**

- 17.1 Functions or activities of Committees or Sub-Committees appointed shall be determined by the Board who may combine or subdivide various functions and activities and rename the reconstituted Committees or Sub committees
- 17.2 Possible functions or activities of Committees or Sub-Committees as set out in the Schedule may guide, but do not bind the Board.

## **18 LEAVE OF ABSENCE**

- 18.1 Upon written application to the Board setting forth good and sufficient cause, leave of absence may be granted excusing a member from attending the meetings of the Club for a specified length of time.

[NOTE: Such leave of absence operates to prevent a forfeiture of membership. It does not operate to give the Club credit for the member's attendance unless the member attends a regular meeting of some other Club, the excused members must be recorded as absent unless that absence is caused by excused attendance pursuant to the Constitution.]

## **19 METHOD OF ELECTING MEMBERS**

- 19.1 Any active member can bring forward a name as a prospective member.
- 19.2 Such name of a prospective member shall be in writing on such form approved by the Board and shall be handed to the Secretary.
- 19.3 The proposed name shall be kept confidential except as provided in these By Laws.
- 19.4 The Board may request the Membership Committee to report to the Board on the eligibility of the prospective member from the standpoint of classification, character, business and social standing and general eligibility.
- 19.5 The Board shall consider and approve or disapprove the proposal for membership within 30 days of its submission.
- 19.6 If the decision of the Board is favourable the proposer and a person selected by the Membership Committee shall interview the prospective member to inform that person of the purpose of Rotary and of the privileges and responsibilities of membership in the Club.
- 19.7 A Past President or current or former Board member should be asked to assist the proposer at the interview of the prospective member.
- 19.8 If the prospective member is prepared to join the Club that person shall be requested to complete an application for membership and to give permission for the name and proposed classification to be published to the Club.
- 19.9 The name of the prospective member with the classification or occupation shall be published once in the Bulletin.(Buzzer)



- 19.10 If no objection is received the prospective member shall pay the admission fee (if any) as fixed by the Board. Seven days after clause 19.9 is satisfied OR the date on which payment (if required) is made [whichever date shall be the latter ] the prospective member shall be considered to be elected to membership.
- 19.11 After election the member shall be formally inducted or introduced at an ordinary meeting of the Club.
- 19.12 The Secretary shall arrange the manufacture of a name plate badge and provide a lapel badge and information pack prior to the induction or introduction of each member.
- 19.13 The Secretary shall issue a membership card and report the name of the member to the General Secretary of Rotary International.

## **20. OBJECTIONS**

- 20.1 Any objection to the prospective member must be in writing stating reasons and be delivered to the Secretary within 7 days following publication.
- 20.2 Upon receipt of an objection the Secretary shall ask the Board to consider this at a regular meeting of the Board or shall arrange a special Board meeting.
- 20.3 The Board shall consider the written objection.
- 20.4 The prospective member may only be admitted to membership by a resolution passed by at least three quarters of the Board Members present and voting.

## **21 RESOLUTIONS**

- 21.1 No resolution or motion to commit the Club on any matter shall be considered by the Club until it has been considered by the Board.
- 21.2 Any such resolution or motion, if offered at a Club meeting, shall be referred to the Board for consideration without any decision on the proposal being made at the club meeting.

## **22 ORDER OF BUSINESS**

Meeting called to Order

Introduction of Visiting Rotarians and Guests

Announcements

Committee Reports (if any)

Any unfinished business

Any new business

Address OR other programme feature

Adjournment

## **23 AMENDMENTS**

23.1 No amendment or addition to these by-laws can be made which is not in harmony with the Club Constitution and with the Constitution and By-Laws of Rotary International.

23.2 Subject to the preceding paragraph these By laws may be amended at any ordinary meeting, a quorum being present, by resolution passed by at least two-thirds of the members present and voting,.

Ten ( 10) clear days notice in writing of the intention to move such amendment shall be given by ordinary post to each member or by such other method (including notification in the Bulletin(Buzzer)) as the Board may approve in any case.

## **SCHEDULE**

### **A CLUB ADMINISTRATION**

With Attendance

Cashiers

Fellowship

Handbook

Meeting Duties

Programme

Secretary

Sergeant-at-Arms

\*Town Hall

Treasurer

and any other matter referred by the Board

### **B. FOUNDATION**

With Ambassadorial Scholarships

Australian Matched Student Exchange

Brugato Scholarship

Matching Grants

3H Grants

G.S.E.

Polio Plus

ROMAC

Rotary Friendship Exchange

Rotary Volunteers

Scholarships

World Community Society

and any other matter referred by the Board

**C**

**MEMBERSHIP**

With Classifications  
Home Hosting  
Membership Development  
Membership Retention  
Rotary Information  
Welfare  
and any other matter referred by the Board

**A.**

**PUBLIC IMAGE**

With Bulletin  
Magazine (The Rotarian and RDU)  
Most Courteous Shop Assistant's Award  
\*PHF vetting  
Press Releases  
Public Relations  
Rural/Urban Night  
Webmaster  
and any other matter referred by the Board

**E**

**SERVICE PROJECTS**

With Camp Kaitawa Trust Help  
Citrus Drive  
\*Dolbel Reserve  
Environmental  
Gourmet Experience  
J R McKenzie Trust  
Oliver Smales Trust Help  
and any other matter referred by the Board

**F**

**YOUTH/VOCATIONAL**

with Careers Expo  
EIT Awards of Excellence  
International Youth Exchange  
J R McKenzie Youth Education Fund  
NZ Summer School of Science  
Outward Bound  
RYLA  
RYPEN

13  
Spirit of New Zealand  
and any other matter referred by the Board

**\*SUB COMMITTEES** (a) Dolbel Reserve (b) PHF Vetting (c) Town Hall are existing Sub Committees of the Club.

NOTES:

1. Convenor/Chairperson appointed by President  
[See Clause 6.1 of BYLAWS.]
  
- 2.. President can appoint other Sub Committees
  
3. Membership of a Subcommittee is appointed by President  
[See Clause 15.1 of BYLAWS]
  
4. A person could be a member of a Committee **and**  
also a member of a Sub Committee.